



**CAREER OPPORTUNITY
DEPUTY CLERK
CLERK'S OFFICE
MEDFORD DIVISION OFFICE**

◆ THE POSITION

The Clerk's Office of the United States District Court for Oregon is now accepting applications for the position of **Deputy Clerk**. This position will be located in the Medford Divisional Clerk's Office. As a member of a case management team, the Deputy Clerk functions in an administrative capacity and is responsible for processing pleadings and other papers filed in federal court.

The Deputy Clerk receives, reviews and files incoming documents that conform with appropriate rules, practices and court requirements; collects appropriate filing fees; assigns case numbers; and randomly assigns cases to the appropriate judicial officer. The Deputy Clerk also makes summary entries of documents and proceedings on the court's electronic case management system; ensures that all automated entries are appropriately linked for proper case management; and serves as a backup courtroom deputy.

Additional duties include preparing and transmitting to appropriate parties documents such as notices, judgments and orders; informing parties when a judgment or appealable order is entered, preparing the record on appeal, and answering inquiries regarding case status. The Deputy Clerk also closes cases upon receipt of terminating documents, such as judgments and closing orders; maintains the official court files; makes copies of records for the court, bar and public; and prepares and ships records to the Federal Records Center.

◆ QUALIFICATIONS

Minimum Qualifications: To be eligible for appointment at the entrance level, a candidate must possess a minimum of 2 years of progressively responsible clerical or administrative experience demonstrating:

- ▶ The regular and recurring application of clerical procedures;
- ▶ The routine use of specialized terminology and the ability to apply a body of rules, regulations, directives or laws; and
- ▶ Expertise with current computer software and skill in its use to enhance the overall effectiveness and productivity.

Such experience is most often encountered in law firms, offices of legal counsel, or municipal, state, and federal courts.

Candidates must also demonstrate:

- ▶ A consistent past employment record (an employment verification, reference check and law enforcement records check will be made prior to any offer of employment);
- ▶ Experience in dealing with routine and complex assignments and a demonstrated ability to think through, analyze, and interpret written communications, together with skill in prioritizing tasks and work assignments;
- ▶ An ability to apply a body of rules, regulations and policies;
- ▶ Superior oral and written communications skills;
- ▶ Strong inter-personal skills; and
- ▶ A professional demeanor and appearance appropriate for a law or professional office environment.

◆ **SALARY RANGE**

Starting salary, depending upon the qualifications of the successful candidate, will range between \$34,972 and \$56,870 (CL 25, Step 1-61).

◆ **HOW TO APPLY**

To apply, submit a cover letter, together with a detailed chronological resume including educational and employment history, salary history & 3 references by 4:30 PM on Tuesday, June 19, 2007, at the following address:

Medford Deputy Clerk Vacancy
Clerk's Office Human Resources Division
US District Court of Oregon
1000 SW Third Avenue, Suite 740
Portland, Oregon 97204

The court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division of the Clerk's Office at 503/326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

CONDITIONS OF EMPLOYMENT

- Employees of the United States Courts serve under "Excepted Appointments" and are considered "at will" employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.
- Duty station assignments are the sole discretion of the Clerk of Court.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit). (Limited exceptions are available upon request.)
- Pursuant to the Immigration Reform Act of 1986, federal government employees must be citizens of the United States or citizens of countries with whom the United States has treaty relations, as defined by the United States Department of State. Appointment is contingent upon providing proof of being legally eligible to work in and for the United States.

The following conditions apply to candidates for positions with the United States District Court:

- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- An FBI background check is required for all individuals appointed to positions in the Clerk's Office. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.
- All information is subject to verification and background investigation.
- If selected for first-time appointment to a position in the District of Oregon, you may be required to complete a probationary period of employment. Failure to successfully complete the probationary period may result in termination of employment.
- In the event a position becomes vacant in a similar classification within a reasonable time of the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

U.S. DISTRICT COURT OF OREGON

The United States District Court for the District of Oregon is a federal trial court within the Judicial Branch of the federal government. The District's geographic jurisdiction covers an area in excess of 96,000 square miles and encompasses the State of Oregon.

The District Court consists of six district judgeships, four senior district judges; six magistrate judgeships; one part-time magistrate judgeship; the Office of the Clerk of Court; the U.S. Probation Office; the U.S. Pretrial Services Office; and the U.S. Public Defender's Office.

The headquarters for the Court are located in Portland with additional staffed offices in Eugene and Medford.

The Clerk's Office, under the direction of the Clerk of Court, serves as the primary administrative office for the District and employs a staff of approximately 50 deputy clerks. The Clerk's Office is responsible for a wide variety of administrative functions including: case administration; courtroom and juror services; record management; appeals processing; human resources and development; budgetary and financial operations; space and facilities management; information technology; and property and procurement.

***THE UNITED STATES DISTRICT COURT OF OREGON IS AN
EQUAL OPPORTUNITY EMPLOYER***